

RESPONSE AND RECOVERY FROM TROPICAL STORM/CYCLONE CONDITIONS FOR SOPA ADMIN NORFOLK SUBAREA		
PERSON RESPONSIBLE	ACTION	COMPLETE
NAVSTA CDO	If requested by SOPA (ADMIN) HAMPTON ROADS, submit SITREPs to COMNAVREG MIDLANT via e-mail throughout storm. Unless otherwise directed, utilize format shown in enclosure (6). Submit voice reports in the event e-mail is lost.	
NAVSTA CDO/ ACDO	Perform inspections of Naval Station Norfolk and report any emergency conditions to ECC at 444-3333. Make damage reports to NAVSTA OPCOM via LIMA net or phone 322-2323 (fax 444-0951). Notify PWC Operations at 444-7050.	
SPECIAL OPERATIONS	Dispatch DISASTER PREPAREDNESS DIVISION or CBU-411 personnel to remove any road hazards that could hamper emergency response vehicles.	
DISASTER PREPAREDNESS DIVISION ZONE TEAMS	Make damage inspections in assigned zones as outlined in enclosure (8). Make damage reports to NAVSTA OPCOM via LIMA net. Report damage in format used in enclosure (4).	
SEWELLS POINT PUBLIC WORKS OFFICER	Establish storm debris collection area. Provide barriers around landscaping debris to minimize fire hazards.	
DISASTER PREPAREDNESS DIVISION ZONE TEAMS	Remove downed trees and tree limbs and stage in storm debris laydown area as designated by Sewells Point Public Works Officer.	
SPECIAL OPERATIONS	Coordinate with PWC Operations Office 444-7050 to compile damage report for NAVSTA Norfolk and facilities in the NAVSTA NORFOLK SUBAREA.	
SEWELLS POINT PUBLIC WORKS OFFICER	Coordinate berthing arrangements for CONCAP personnel arriving after the storm.	

PERSON RESPONSIBLE	ACTION	COMPLETE
REGIONAL PORT OPERATIONS OFFICER/SEWELLS POINT PUBLIC WORKS OFFICER	Make damage assessment of piers and coordinate with SEWELLS POINT PUBLIC WORKS OFFICE for repairs. Utilize underwater cameras, sounding devices or side scan sonar to determine damage and depth of areas near piers and channel. Notify PORT OPS PM of any damage that may preclude ships from returning to port.	
REGIONAL PORT OPERATIONS OFFICER	Forward pier status information via chain of command to CTG 183.1 COMSECONDFLT Sortie Commander.	
DISASTER PREPAREDNESS DIVISION ZONE TEAMS	Escort CONCAP personnel after their arrival to areas with downed trees or tree limbs.	
NAVSTA CDO	Keep NAVSTA OPCOM appraised of all base closing information 322-2323.	
SPECIAL OPERATIONS	Update Inclement Weather Infoline with information on base opening and return of BRAVO personnel.	
OIC CBU-411	Assist SEWELLS POINT PUBLIC WORKS in restoring utilities. Commence clearing roadways with first priority as access to Airfield and AMC terminal, Sewells Point Branch Medical Clinic, NAVSTA Norfolk Galley, major thoroughfares and pier areas.	
OIC CBU-411	Make temporary repairs to buildings i.e. windows or roof coverings, as directed by SEWELLS POINT PUBLIC WORKS OFFICER.	
ALL COMMANDS, STOREFRONTS, NAVSTA DEPARTMENT HEADS AND SPECIAL ASSISTANTS	Inspect grounds and facilities. Utilize enclosure (4) to make damage reports to Special Operations at 322-2323 (fax 444-0951) and Public Works Operations Office at 444-7050.	
DISASTER PREPAREDNESS OFFICER	Provide Industrial Mulching machine to storm landscape debris collection area to assist with recycling tree limbs and shrubbery into mulch.	

PERSON RESPONSIBLE	ACTION	COMPLETE
NAVSTA CMAA	Coordinate with OIC Sewells Point Security to dispatch additional security for patrol of damaged facilities and housing areas.	
NORFOLK REGIONAL FOOD SERVICE COORDINATOR	Set up feeding arrangements for working parties.	
NAVAL STATION COMMAND CHAPLAIN	Interface with Fleet and Family Support Center and the Red Cross to establish a displaced family center. Maintain contact with the NAVSTA CDO.	
ST. JULIENS CREEK ANNEX DISASTER PREPAREDNESS COORDINATOR	Make damage assessment of area utilizing enclosure (4) and submit to NAVSTA Special Operations at 322-2323 (fax 444-0951) and PWC Operations 444-7050.	
NAVSTA PAO	Coordinate with CNRMA PAO for all public announcements on radio and TV regarding base opening and return of BRAVO personnel.	
NAVSTA PAO	Update NAVSTA Norfolk website and base infoline with information on base opening and return of BRAVO personnel.	
ALL COMMANDS, REGIONAL PROGRAM REPRESENTATIVES, NAVSTA DEPARTMENT HEADS AND SPECIAL ASSISTANTS	Police areas around buildings and move debris out to within 4 ft of curbside areas for pickup.	
NEX MANAGER	Provide updates on availability of gasoline for GOVs.	